

The ABCs of EEO Complaints Processing, Alternative Dispute Resolution, Affirmative Action & the Federal Employee

Presented by

Mr. Martin Kormanik of O.D. Systems, Inc.

The purpose of this training course is to increase the knowledge of all non-supervisory Goddard employees in a manner which consistently takes equal employment opportunity (EEO) into consideration. **These courses are open to all employees and your attendance is encouraged.**



Our Objectives Are

1. Review and update EEO mandates
2. Define employee rights and responsibilities
3. Explain the Federal and GSFC-specific EEO complaint processes
4. Review the roles of the complainant, managers and supervisors, the GSFC Office of Equal Opportunity Programs, and other GSFC officials
5. Identify protections for privacy and against reprisal
6. Clarify options for the relief of employment discrimination

Schedule Information

The half-day training course will be scheduled from 8:30 a.m.–12:00 noon on November 6, 7, 16, 20, and 28.

Location of training is as follows:

Location: TBD

Dates: November 6 and 20.

Location: Bldg. 12, Room N112

Dates: November 7, 16, and 28.

Agenda

Overview of EEO & Affirmative Action/Employment Protections

Federal Sector Complaints Processing

- Alternative Dispute Resolution (ADR)
- Mediation

GSFC Internal Resources and Contacts

Tips for Promoting Fairness & Equity in the Workplace

EEO Bibliography

Your **O.D. Systems, Inc.** consultants will be available for an hour after the scheduled training day. Consultations may be scheduled to meet the confidential needs of participants more effectively.

Role play situations will be used as a part of this workshop. Role play situations and dialogues should be kept in the context of this course, especially if you relate them to co-workers or associates outside of training.

For more information contact the Equal Opportunity Programs Office at 301-286-7348 or visit the EOPO website at <http://eeo.gsfc.nasa.gov>

